xello

Common App and Xello

Your school is integrating Xello with Common App. This means beginning August 1, you can link your Common App account with Xello to request forms from your counselor and recommendations from your teachers. Make sure you follow the steps below to link your accounts.

> 💡 **Note:** If you started working in Common App in your junior year, some of your data may have been deleted over the summer.

Before linking Common App with Xello

You'll need to complete a few steps in Common App before you can begin working in Xello. After signing in to your Common App account:

1 Click the **Common App** tab. From the left menu, open **Profile** and then **Education** to complete the required fields.

2 Click the **College Search** tab, and add at least one college you plan to apply to.

3 Click the **My Colleges** tab and open one of your saved colleges.

4 In the left menu of the college profile, click **Questions** and fill out your **Preferred Start Term**.

5 Again from the left menu, click **Recommenders and FERPA**. Read and complete the **FERPA Release Authorization form**.
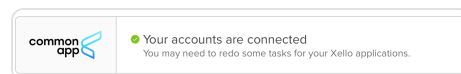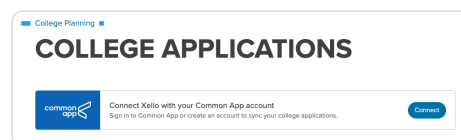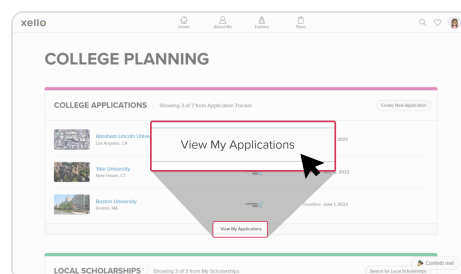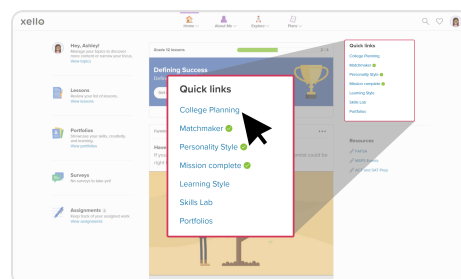
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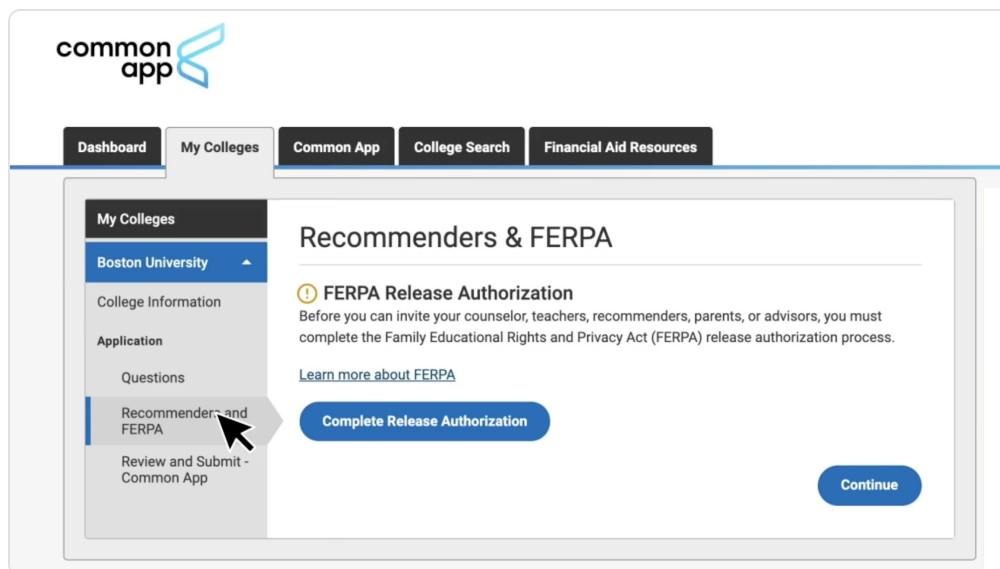
Link your Common App account with Xello

Once you've signed the **FERPA Release Authorization** form, you'll connect your Xello account to Common App. Connecting the two accounts means you can begin submitting requests for Common App documents and recommenders in Xello.

Watch the video: [Linking Common App to Xello](#)

To link your Common App account with Xello:

1 Sign in to Xello.

2 Under **Goals & Plans**, select **College Planning**.

3 Click **View my applications** to see the full list of colleges you're tracking.

4 In the banner with the Common App logo, click **Connect** to open the Common App sign in page.
  - A pop-up will first let you know you may need to redo tasks you've already completed. This could include assigning a counselor or requesting a Teacher Evaluation. This will only apply to colleges associated with Common App.

5 Sign in to Common App.
  - Once you've logged into Common App, you're redirected back to the page you left in Xello.
  - The banner at the top of the page now states the accounts are connected.

Once the accounts are connected, the colleges in your **My colleges** list in Common App are synced to your **Application tracker** in Xello. You can easily identify which colleges in Xello are linked to Common App by the badge next to the college name.

Common App and Xello

Assign a counselor to send forms

Next, you'll need to assign a counselor at your school to send the necessary forms for your application to Common App colleges. They'll send your transcript among other forms.

> Watch the video: [Requesting your documents for Common App schools](#)

To assign a counselor to send your forms to Common App colleges:

1. Click on a college with the Common App logo.

2. Next to **Counselor forms**, click **Assign counselor**.

3. Choose the counselor at your school in charge of your transcript and Common App forms. Click **Select**.
   - You'll only need to assign a counselor once. Selecting a counselor means that they'll send all the necessary forms to all the schools saved in your My Colleges list in Common App.

4. Click Send to return to the college page.
   - A banner at the top of the page indicates success.
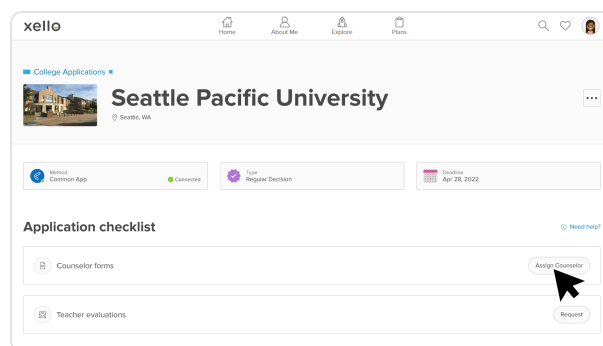
Request teacher evaluations for Common App colleges

You'll use Xello to request a teacher write and send a Teacher Evaluation to colleges on your behalf. To send a request:

1. Click on a college with the Common App logo.

2. Next to **Teacher evaluations**, click **Request** to open the list of teacher recommenders available at your school in Xello.
   - You can also search for teachers at other schools in you district who also use Xello with Common App enabled. This search is useful if you've transferred schools or if the teacher you want as a recommender has changed schools.

3. Choose the teacher you'd like and click **Select** .

4. Click **Send** to return to the college page.